

# **2015-2016 School Age Child Care Program Parent's Manual**

**Annapolis Recreation and Parks Department  
Roger W. "Pip" Moyer Community Recreation Center at Truxtun Park  
273 Hilltop Lane  
Annapolis, MD 21403  
410.263.7958 phone  
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[www.annapolis.gov/recreation](http://www.annapolis.gov/recreation)**



annapolis | recreation & parks  
Healthy Living Starts Here.

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## **WELCOME TO ANNAPOLIS RECREATION AND PARKS**

Annapolis Recreation and Parks is pleased to offer state-licensed School Age Child Care programs located within the City's schools. Please be advised that the Child Care Programs operates as a separate entity from the school.

It is our desire to provide safe, appropriate and consistent child care programs for your school age child.

We are looking forward, with pride and confidence, to continuing successes in this endeavor.

## **PHILOSOPHY OF SCHOOL AGE CHILD CARE**

Our objective is to provide high quality care and supervision for students in pre-kindergarten through fifth grade. We want our Child Care Program to be a place where children have positive experiences and the parents feel secure and comfortable leaving their children.

Annapolis Recreation and Parks' state-licensed School Age Child Care programs provide a safe, supervised environment for children by developing physical skills and coordination, positive self-image through participation and achievement and providing quality recreation experiences that enhances children's leisure skills.

## **LICENSE**

Our Child Care Programs are licensed by the State of Maryland, Department of Education under the current child care regulations.

## **PROGRAM HISTORY**

The School Age Child Care program began in September 1985 with one child care center located in Eastport Elementary School. Today, we operate 7 school year programs.

## PROGRAM LOCATIONS

The School Age Child Care programs operate in the following elementary schools:

Annapolis Elementary School  
180 Green Street  
Annapolis, MD 21401  
410-280-0239

Eastport Elementary School  
420 Fifth Street  
Annapolis, MD 21403  
410-263-4864

Georgetown East Elementary School  
111 Dogwood Road  
Annapolis, MD 21403  
410-267-6114

Germantown Elementary School  
200 Windell Ave  
Annapolis, MD 21401  
410-268-8566

Hillsmere Elementary School  
3052 Arundel on the Bay Road  
Annapolis, MD 21403  
410-295-1693

Tyler Heights Elementary School (**Before School Only**)  
200 Janwall Street  
Annapolis, MD 21403  
410-268-3970

West Annapolis Elementary School  
(Held at Annapolis Middle School for the 2014-2016 school years)  
1399 Forest Drive  
Annapolis, MD 21403  
410-570-9128

Walter S. Mills-Parole Elementary School  
1 George and Marion Phelps Lane  
Annapolis, MD 21401

## OPERATIONAL HOURS AND FEES

Registration Fee: \$35 (non-refundable)

Monthly Rates: September 2015 – May 2016

*School hours (are subject to change):*

### **Annapolis**

AM Care 7:00-9:15 \$105.00

PM Care 3:40-6:00 \$210.00

### **Eastport**

AM Care 7:00-8:15 \$105.00

PM Care 2:40-6:00 \$210.00

### **Georgetown East**

AM Care 7:00-9:05 \$105.00

PM Care 3:30-6:00 \$210.00

### **Germantown**

AM Care 7:00-9:00 \$105.00

PM Care 3:30-6:00 \$210.00

### **Hillsmere**

AM Care 7:00-9:05 \$105.00

PM Care 3:30-6:00 \$210.00

### **Tyler Heights**

AM Care 7:00-8:45 \$105.00

### **West Annapolis**

AM Care 7:00-8:25 \$105.00

PM Care 2:50-6:00 \$210.00

### **Mills-Parole**

AM Care 7:00 – 8:25 \$105.00

PM Care 3:10 – 6:00 \$210.00

Fees are based on a 180 school day schedule

## CHILD CARE PROGRAMS

**BEFORE SCHOOL PROGRAM:** Crafts, coloring, and board games are just a few of the activities that stimulate the imagination and keep the students entertained. Since it is not a good idea for children to become too involved before the start of school, quiet, low-key activities are planned in the Before School Program. Students are released to their classrooms when the first bell rings.

**AFTER SCHOOL PROGRAM:** After school, structured activities are planned for the students. Students choose from a variety of activities including sports, games and crafts. An area where children may read and do homework is provided each day. No child is required to take part in the planned activities, but active participation is encouraged.

**SNACK TIME:** A snack is provided each afternoon. The snack menu item food is approved by the Office of Child Care as part of our licensing requirements.

## ELIGIBILITY

Children in Pre-Kindergarten through grade 5 are eligible to attend the elementary school program.

Children must be 4 years old by September 1st of the current school year.

Children must be toilet trained.

Your child must be able to be **self-directed** in the restroom and to be able care for their own hygiene needs.

**Every child must have all of the State mandated forms completed and on file at the center prior to their first day.**

***\*No one will be permitted to attend without this information on file\****

## REGISTRATION INFORMATION

Registration begins in April of each year for the following fall. Enrollment is accepted throughout the school year when space is available. Registration materials are available at each program location and at the “Pip” Moyer Recreation Center (PMRC). Our child care programs are licensed by the State of Maryland, Department of Education under current state child care regulations. To be accepted into the program, all required child care forms must be complete and fees paid.

All registration is done through the department’s main office at The “Pip” Moyer Recreation Center (273 Hilltop Lane, Annapolis, MD 21403 - 410-263-7958). All registration materials can be obtained there or downloaded from our website [www.annapolis.gov/recreation](http://www.annapolis.gov/recreation). Look to the left of our home page and you will see a link that says "Before and After School Age Care". Double click and you will find the Child Care page and necessary forms. For your convenience we are open 7 days a week.

Monday –Thursday	6:00 am – 9:00 pm
Friday	6:00 am – 6:00 pm
Saturday	8:00 am – 6:00 pm
Sunday	8:00 am – 6:00 pm

Child Care Administrative staff hours are from 8:00 am – 4:00 pm. However, you may pick up or drop off registration paperwork during building hours.

Please be aware that the Child Care Administrative Office follows the holidays and emergency closings schedule of The City of Annapolis Government.

## FORMS

The following completed forms are required prior to your child starting the program:

- Registration form for your child's school
- Emergency Form
- Health Inventory (Must be completed by child's parent & child's doctor).
- All About My Child Form
- Parent's guide to regulated Child Care.
- Acknowledgment of Policies (the center staff will provide a copy of your 2015-2016 Parent's Manual and require this form to be completed at the center on your child's first day of attendance)
- Medication Authorization Form
  - If your child is on any medication during program hours, a Medical Authorization Form must be completed.
    - i.e., inhaler, epi-pen, or prescription medication.
  - Children who need to take medication during Child Care hours are required to have a complete written and signed physician's order even for over the counter medication. Any medication forwarded to Child Care must contain the following information: child's name, date of medication order, medication name, dosage and strength allotment, time and frequency, doctor's name and expiration of medication.
- Custody Orders (*as needed*)
  - Annapolis Recreation and Park's School Age Child-Care is responsible for the safety of all the children at the center.
  - Parents who have court awarded custody of their child must have the custody papers, along with any updates, on file at the center. Please be aware that the child care programs operate as a separate entity within the school building; therefore, the school does not typically share this information with our staff. It is the parents' responsibility to provide this information to our staff.
  - The child care staff **must release** a child to his/her natural parent unless custody papers are on file stating otherwise.
  - Once the custody papers are on file, staff must follow those orders, until either the order has expired or new papers are on file. **Staff cannot accept verbal notification of changes.**

## WAITLIST

Some of our locations may have a wait list prior to and/or during the school year. When an opening occurs the Administrative office will contact the next person on the wait list and determine whether or not that person still needs the program.

## WITHDRAWAL FROM SCHOOL YEAR PROGRAM

We recognize that a family's needs may change during the course of the school year. **We require written or email notification to Caryn Walaski at [ccwalaski@annapolis.gov](mailto:ccwalaski@annapolis.gov).** IF NO NOTIFICATION IS RECEIVED THAN YOU WILL BE RESPONSIBLE FOR PAYMENTS FOR THE REMAINDER OF THE SCHOOL YEAR.

## PAYMENT PROCESS

In order to provide a more secure and convenient payment processing procedure, there are two new convenient ways to pay for the program. You may now pay seven days a week in person by cash, check or credit card (Visa ,MasterCard or American Express) at PMRC (273 Hilltop Lane) or you may pay by credit card on our secure Web site: [www.annapolis.gov/recreation](http://www.annapolis.gov/recreation).

Due: First of the month, no later than the tenth of the month

Fees: \$105.00 per month – Before School Care

\$ 210.00 per month – After School Care

First Payment – September 1<sup>st</sup>

Last Payment – May 1<sup>st</sup>

### **In-Person at Pip Moyer Recreation Center:**

Pay by check, cash or credit card (Visa, MC, or AMEX) during building hours.

The City of Annapolis charges \$35 for any checks returned unpaid by your bank.

Hours:

Monday – Thursday 6:00 AM – 9:00 PM

Friday 6:00 AM -- 6:00 PM

Saturday 8:00 AM – 6:00 PM

Sunday 8:00 AM – 6:00 PM

### **Online Payment Procedures:**

Pay by credit card (Visa, MC) 24 hours a day.

Log-on to our secure registration website at <http://Reg-E.annapolis.gov>

Click on the “MY ACCOUNT” tab at the top

Type in your login ID: \_\_\_\_\_

Type in your account PIN: \_\_\_\_\_

Click the “SIGN IN” button

The next page will display your account balance

In the blue header section, click “MAKE A PAYMENT”

Type in all credit card requested information and click “APPLY PAYMENT”

Your account balance should display \$0.00 after payment was received

Print receipt for your records, if you choose.

Click the “LOG-OUT” button at the top, middle of the screen.

Thank you for your payment!

If you have any difficulties with the online process, please contact the Recreation and Parks Department at 410-263-7958 or email [recpark@annapolis.gov](mailto:recpark@annapolis.gov).



Note: We do not send out billing statements. A child will not be eligible to participate in child care if payment is not received by the 10<sup>th</sup> of the month and will not be able to participate in any other Recreation & Parks program.

**PAYMENT IS NOT ACCEPTED AT THE SITE.** Please do not give payment to the site director, it will not be accepted.

Please be reminded that the first payment is due on the first of each month, but must be paid no later than the 10<sup>th</sup> or your child will not be permitted to attend the program. The first payment is due on September 1, 2015 and the final payment is due on May 1, 2016 (no payment for August 2015 or June 2016).

**Returned Check Policy:** The City charges \$35 for checks returned unpaid by the bank. The City's Finance Department does not re-deposit checks. In order to make good on returned checks, you must pay the Finance Office at 160 Duke of Gloucester Street directly using a money order or cash. Your child will not be able to attend Child Care until payment is made.

**Late Payment Fee Policy:** A delay in payment may be cause for dismissal.

**Cancellation Policy:** In order to cancel participation in the program, ARPD (273 Hilltop Lane, Annapolis, MD 21403) must be notified in writing two weeks in advance to avoid paying the required monthly fees.

**ANNUAL TAX STATEMENTS:** Annual tax statements may be obtained by calling the Administrative Office at 410-263-7958.

## **FAMILY COMMUNICATION & PARTICIPATION**

Monthly Parent Newsletter

Parent Information Center available at every center. Parents are always welcome to share their comments, concerns, send congratulations, or request a conference with director or administrator.

## **TOYS AND GAMES**

Children **are not permitted** to bring toys, games, collectible cards, electronics, CD's, CD players, Game Boys, Tablets, I-Pods, MP3 Players, etc. from home to the center.

The Child Care program is not responsible for money, cell phones, or other personal items your child may bring to the program.

Children may not use, activate, or display their cell phone during child care hours unless approved by the Center's Director.

## SIGN IN/SIGN OUT

**Parents must go into the building to sign their child in for the morning program and out at the time of pick up each afternoon.**

Children are not permitted to sign themselves in and out of the program unless there is a completed and signed *Permission to Walk Home* letter.

Furthermore, children will not be permitted to walk home based on staff receiving a phone call from the parent. We must have the specific date and time in writing on file at the center prior to releasing the child to walk home.

The Child Care staff will not accept children into the morning program if the building is inaccessible, utilities not available, etc. Parents may be requested to stay with their child until building access status is determined.

No child will be released to a person other than the authorized individual without prior written permission from the child's parent or guardian. This policy must be strictly adhered to for the protection and safety of your child.

Please be advised that any person unknown to the staff will be asked to provide a photo ID before your child is released to their care.

Notify the Child Care staff of any changes in pick up schedules.

## ATTENDANCE

The Center Director at each location is responsible for maintaining an accurate attendance record for the children.

MSDE-OCC regulations mandate that children who are absent from the program due to illness for three (3) days or more must have a written statement from a parent or physician that the child may return to a regular schedule. A copy of the note sent to the school is sufficient.

- **MORNING ATTENDANCE:**
  - During the morning program, it is not necessary to contact the center staff on a daily basis to report if they are not attending the program.
  - It is your child's responsibility to walk from the child care space to their classroom each morning when the dismissal bell rings.
- **AFTERNOON ATTENDANCE:**
  - During the afternoon program, knowledge of your child's whereabouts is **crucial**.
  - Please assist us by informing the center staff of the occasions that your child will not be attending their regular afternoon program. You may leave a voicemail at the center phone number (the center staff checks voicemail when they arrive each day to prepare for the afternoon program). Please do **not** rely upon a note to your child's teacher to inform the child care staff of an afternoon absence. Due to the fact that the child care programs operate as a separate entity within the school building, the note may never reach our staff.
  - It is your child's responsibility to walk to the child care space each day when the dismissal bell rings. It is crucial that parents communicate with their child's teacher

(i.e. send a note) when your child begins attending Child Care in the afternoons so that the teacher does not place them in the bus line.

- **Child** care students must report to the program to sign in before going to any school program or other activity.
- Please also be aware that the center staff must follow the dismissal procedures their individual school has in place.
- If a child does not report to Child Care, attempts will be made through the school office to see if the child attended school that day, was dismissed early or is attending another after school activity.
- If the absence from the program is unexplained, an effort will be made to contact the parents or the specified adult(s) listed on the *Emergency Form*.
- If you do not respond to our calls, the school office will be contacted and we will follow our emergency plan in conjunction with the school. *Please be aware that this may necessitate contacting 911 in order to locate your child.*

If your child is suspended from school, he/she may not attend Child Care.

**Please make sure that the information on your emergency card is kept current.**

## **LATE PICK-UP POLICY**

Our child care program closes at **6:00 PM**. The center/school clock is the official time.

A late pick up fee will be assessed at the rate of \$1.00 **for every minute after 6:00 PM**.

If your child is not picked up by 6:30 PM the staff will contact the appropriate agency that will then take the required action.

If lateness occurs more than three times, you may be dismissed from the program.

## **SCHOOL CALENDAR**

Due to the fact that we utilize space in the school buildings, the child care programs follow the school calendar for openings and closures. Visit the Anne Arundel County Board of Education's website for the most up-to-date 2015-2016 school calendar: [www.aacps.org](http://www.aacps.org).

**SCHEDULED EARLY DISMISSAL DAYS:** The Anne Arundel County Public Schools schedule several days each year for early dismissal for students into the school calendar. On these days the Child Care program will be open from the end of the school day (early dismissal time) until 6:00 PM. There will be no additional fee for this service.

**SCHEDULED SCHOOL HOLIDAYS:** There will be **NO** state-licensed Child Care programs available on school holidays.

However, please be aware that the Annapolis Department of Recreation and Parks do offer some recreational programs titled “Kids Day In” at the “Pip” Moyer Recreation Center on 273 Hilltop Lane, Annapolis, MD 21403

The Administrative Office will share a flyer and registration information with you at the start of the school year in regard to the fees, dates, times, locations, and registration process for these additional care opportunities offered through our Department.

**EMERGENCY CLOSINGS FOR THE ENTIRE DAY:** There will be **NO** AM or PM in the event schools are closed for the day. The emergency closing is determined by the Board of Education and may be related to inclement weather, mechanical malfunction, or other emergency situation.

Please make sure that both the Child Care **Emergency Card** and the **school’s Emergency Notification Card** are updated as needed throughout the school year.

**Child Care cannot be listed as your alternate care in an emergency situation on the school’s Emergency Notification Card.**

**REGULAR DISMISSAL TIME DURING EMERGENCY:** If schools dismiss at their regular time during an emergency (due to weather, mechanical malfunction, or other emergency situation) the

PM program will remain open. Depending on the situation parents may be notified requesting an earlier pick up of your child.

Please listen to the radio, television, or check the following: [www.annapolis.gov/recreation](http://www.annapolis.gov/recreation)  
Child Care is **not considered a “school sponsored after school activity.”** If a text message alert is sent out by the County saying school-sponsored activities are cancelled, our child care program will close at 4:30 PM and late fees will accrue at that time.

Please be aware that the Administrative Office follows the holidays, service reduction days, and emergency closings schedule of City’s Government.

**FULL DAY POLICY:** When school closes for teacher conference or in-service training, ARPD offers a Kid’s Day In program (for ages 5-11) at the “Pip” Moyer Recreation Center (PMRC). They are held from 8 a.m. to 5:30 p.m. Cost \$40/day for City of Annapolis Residents, \$50/day for Non-Residents.

## **CHILD CARE INCLEMENT WEATHER POLICY**

When school is closed prior to 7 a.m., the Child Care Program is CLOSED. Please listen for the Anne Arundel County public school closures on the local radio or television, or call ARPD at 410.263.7958 or check our Web site under cancellations [www.annapolis.gov/recreation](http://www.annapolis.gov/recreation). If school dismisses early, the Child Care Program opens immediately upon dismissal and closes at 4:30 p.m. instead of 6 p.m. However, we ask that parents come to pick up their child as soon as possible, as the roads will be treacherous for you and for our staff. Only those enrolled in the After School Program are eligible for this service. If school is delayed for two hours, Child Care is delayed two hours. For example, if school opens at 11 a.m., Child Care opens at 9 a.m. Only those registered in the Before School Program are eligible for this service.

## EMERGENCY DRILLS

Center staff receives Emergency Preparedness training along with a manual that outlines the steps to be followed in various emergency situations.

Each center also has a designated nearby location in the event a center is required to be evacuated. The location is posted at the Parent Information Center.

The centers will practice monthly fire drills. To maintain consistency with the children, the Child Care programs follow the same emergency code terminology as the Board of Education.

If you should arrive to pick-up your child in the midst of a drill, please allow the staff time to account for all of the children prior to signing your child out for the day.

**Emergency Evacuation Drill** – Staff will practice evacuating the children to their meeting location outside the building. Each individual child care center will notify parents in advance of the date and time of the drill. Parents that do not wish their child(ren) to participate in this event must provide alternative child care arrangements for the day.

**Shelter-in-Place** – Staff will evacuate children to their designated shelter-in-place location within the school building.

## ILLNESS

Children who are ill are not permitted to attend the program.

Children who are too ill to attend school are too ill to attend the Child Care program.

In the event your child becomes ill during our program, or is in the school's health suite at dismissal time, every attempt will be made to contact you or the person listed as the emergency contact. Until picked up, the child will be kept away from the other children.

Children with special medical needs must have a plan (i.e. *Asthma Action Plan*, *Severe Allergy Action Plan*) on file with the Center Director.

The Health Department requires that you notify the child care staff in the event your child contracts a communicable disease. Please refer to [www.aahealth.org/physicianslink/communicablereportable.asp](http://www.aahealth.org/physicianslink/communicablereportable.asp) for details. Some examples for notification are conjunctivitis, impetigo, or ringworm. The child care staff is likewise responsible to report certain outbreaks to the Health Department. Some examples of reportable outbreaks include encephalitis, rabies, or West Nile virus.

MSDE-OCC regulations mandate that children who are absent from the program due to illness for three (3) days or more must have a written statement from a parent or physician that the child may return to a regular schedule. A copy of the note sent to the school is sufficient.

If your child repeatedly displays symptoms that prevent him/her from participating in program activities or if, in the opinion of the Center Director, your child may be contagious to others, your

child may be excluded from the program and a doctor's note may be requested before he/she may return to the program.

If a staff member contacts you to inform you that your child is ill and that your child must be picked up, you must make arrangements for your child to be picked up from the Center in a timely manner.

## **INJURY**

The staff is required to complete an *Incident Report* in the event a child is injured. Parents will receive a copy of this report.

You will be contacted by phone if your child sustains any type of injury requiring possible additional **medical** attention during our program.

A parent must be available in case of emergency.

In the event of a serious injury, 911 will be called and then parents or other authorized individuals will be contacted.

## **BEHAVIOR MANAGEMENT PROGRAM**

The program staff utilizes positive behavior techniques to eliminate or prevent inappropriate behavior.

Each center also incorporates a positive behavior management program into their daily routine.

Under no circumstances should a parent attempt to discipline a child other than their own during the child care program.

Staff will carry out all discipline and all concerns should be brought to the attention of the Center Director.

Parents are not permitted to have physical contact with children other than their own.

While we do allow parents to come into the center to pick up or drop off their children, and to on occasion observe the activities in the center, it is the role of our staff (rather than parents) to direct the activities of the center and to address the needs of children attending the program.

## PARTICIPANT ATTIRE

Children must be appropriately dressed for the weather. Maryland child care regulations require child care facilities to utilize outdoor play areas even during colder weather. Your child must be sent with a coat, hat and gloves as necessary.

## DISCIPLINE POLICY

**Mission:** To make the child care center a safe and happy place for all children and staff.

**Policy:** We believe that when participants receive positive and understanding interactions, they can develop good concept, problem-solving abilities and self discipline. Discipline is limited to re-direction, a “cooling off” area, non abusive verbal management or other methods recommended by best practices.

Methods of re-direction to include the following:

- **Choices** – we offer children self-directed choices of activities and adequate materials and supplies which includes but not limited to arts and crafts, puzzles, legos, coloring, board games in which the children empower themselves by choosing what activity that makes them the happiest to avoid conflict. We also offer choices when a child is not sharing. For example, if two children are fighting over a toy, we would say, you can share together the toy or you can choose to find another toy to play with.
- **Positive Reinforcement** – encouragement of rules, respect of self, others, and property
- **Time Out** – one minute per age of the child.
  - Time to think and cool off
  - Discussion with teacher positive behavior choices to avoid time out vs. negative behavior and consequences of choice.
- **Re-Direction** – encourage the child’s interest in another direction to avoid power struggles
- **Mediation** – teacher mediates situation between two or more children to try and teach problem solving skills through words, not negative behavior

**Continued Bad Behavior:** disruptive, abusive, or dangerous to others

- Step 1 – conference with parent, child, and teacher
- Step 2 – if unresolved via Step 1, child suspended for 2 days
- Step 3 – if unresolved via Steps 1 & 2, child suspended for 5 days
- Step 4 – if unresolved via Steps 1, 2, & 3, permanent expulsion may occur

## PARENT COMMUNICATIONS

Communication between parents and the center staff is a key ingredient to the success of our programs.

Each month, parents will receive a newsletter to keep them informed.

Please feel free to contact the center's Director with any questions or concerns throughout the program.

## **INCLUSION POLICY**

Annapolis Recreation and Parks Child Care Programs strive to meet the needs of all our children. We encourage play and activities for the children on a daily basis. We understand that each child may have different individual needs; therefore, we are requesting that parents provide their children's most current IEP documentation so that all children can receive the best opportunities available through parent cooperation, and school specialists.



# Parent/Guardian Handbook Policy Agreement

Please sign the following document and return it to the Site Director of the program your child attends after thoroughly reading the Parent's Handbook.

My child is enrolled at: \_\_\_\_\_

My children's names are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Please initial the following:**

\_\_\_\_\_ I have received a copy and have read and understand the School Age Parent Handbook and agree to abide by the policies.

\_\_\_\_\_ I agree to keep Child Care staff informed of any changes in phone numbers and contact persons with the knowledge that this is for my child's safety.

\_\_\_\_\_ I understand that all paperwork: Registration Form, Health Inventory, All About My Child Form, and Parent's Guide to Regulated Child Care Form is completed. Failure to return required paperwork will result in termination of your child's enrollment. This paperwork is a licensing mandate.

\_\_\_\_\_ I understand that tuition is due by the 1<sup>st</sup> of the month and no later than the 10<sup>th</sup> of each month.

\_\_\_\_\_ I have read and understand the Inclement Weather Policy and Early Dismissal Days Policy.

\_\_\_\_\_ I understand that Annapolis Recreation and Parks Child Care Programs are inclusive of all children, regardless of race, religion, physical or mental limitations, however, children enrolled must be able to cooperate in a group situation to ensure the safety of all children.

Signed \_\_\_\_\_ Date \_\_\_\_\_